

**MINUTES OF THE GENERAL MEETING
OF THE BIGFORK COUNTY
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on March 12, 2021 at the District office. Vice President Gene Helberg presided.

ATTENDEES:

Directors: Gene Helberg, Tom Cahill, Bob Keenan (via zoom)
District Employees: Julie Spencer, Mimi Wildeman,
Engineering: Jeff Cicon P.E, Morrison Maierle
Public: Tim Calaway

Pledge of Allegiance

READ AND APPROVE MINUTES:

The minutes of the February 10, 2021 General Board Meeting were reviewed for approval Cahill made a motion to approve the minutes, Keenan seconded, and it was unanimously.

RESOLVED, That the minutes of the February 10, 2021 Board Meeting be approved.

Cahill made a motion to move Public Comment up in the Agenda, Keenan seconded, and it was unanimously.

RESOLVED, That the Public Comment be moved up in the Agenda be approved.

PUBLIC COMMENT

Tim Calaway is requesting a Will Serve Letter for Lot 56, Eagle Bend. After discussion was had, Cahill recused himself from any vote that may take place due to being on the Eagle Bend HOA Board and Bigfork Water & Sewer Board. Since that left only two Board Members, no action could be taken. The Board will look at it again after the West Trunk modeling is completed by Morrison Maierle.

CONSENT AGENDA

Helberg asked for discussion, no further discussion Cahill made a motion to approve, Keenan seconded, it was unanimously.

RESOLVED, That the Consent Agenda be approved.

READ AND APPROVE AGENDA

Helberg asked for discussion, Cahill made a motion to approve the Agenda, Keenan seconded, it was unanimously.

RESOLVED, That the Agenda be approved.

OLD BUSINESS

Operations Report- Helberg asked for discussion. Spencer updated the Board regarding the water loss. Cahill made a motion to approve the Operators report, Keenan seconded, and it was unanimously.

RESOLVED, That the Operators Report approved as submitted.

West Trunk Sewer- this will be discussed in Engineering Report & Public Comment

Purchasing Security Cameras for District Sites- this was tabled. Cahill mentioned he would like to see a couple more quotes.

Engineering update, Jeff Cicon

Water System

- **Task Order #37: Water Tank and Transmission Line Project:**
 - We held a design review meeting on February 18 to review the final design with the District before it is submitted to MDEQ.
 - Based on feedback, we are exploring the possibility of prequalifying the tank contractor and negotiating a construction price for the tank prior to bidding. This method will allow the District to procure and schedule a tank contractor prior to bidding, saving time and potentially cost.
 - The cost and availability of pipe is a concern for the 16" PVC transmission main. There is a shortage of pipe in the industry and availability is not guaranteed, especially for larger size pipe. We will monitor this situation and advise the District prior to Bidding.
 - Procurement of 16" valves on the project may be difficult due to American Iron and Steel Requirements of the SRF funding. We are exploring the possibility of purchasing the valves early to prevent delays in construction.

Wastewater System

- **Task Order #36: Bay Sewer Replacement Project**
 - A pre-construction conference was held with LHC, Morrison-Maierle, and the District on February 23. We reviewed project schedule, administrative items, communication, critical work sequencing, safety, and funding special requirements.
 - LHC requested to start on March 22, a week later than scheduled due to lingering frost.
 - There have been two stories in the media pertaining to the project. One was in the Daily Interlake and the other NBC Montana.

- Bond Council (Jackson, Murdo, and Grant) submitted a resolution for the board to consider for the project revenue bonds (attached).

Board Action Item: *Revenue Bond Resolution. The Board has the following Options:*

1. *Approve Resolution No. 100, a Resolution Relating to the issuance by the Bigfork County Water and Sewer District of its \$2,393,000 Wastewater System Revenue Bonds.*
2. *Other as recommended by the Board.*

Cahill made a motion to approve Resolution No.100, Keenan seconded, it was unanimously.

RESOLVED, That Resolution No. 100 be approved.

- LHC has submitted Application for Payment #4 to cover the cost of materials for the wet well and manhole liners. Morrison-Maierle has reviewed the application and determined it to be correct and complete.

Board Action Item: *Payment Application #4 to LHC, Inc. The Board has the following Options:*

1. *Approve Payment Application #4 in the amount of \$19,451.82 (+\$196.48 Gross Receipt Tax).*
2. *Other as recommended by the Board.*

Cahill made a motion to approve Payment application #4, Keenan seconded, it was unanimously.

RESOLVED, That Payment application #4 be approved.

- **Task Order #38: West Trunk Sewer Modelling**

- We have completed necessary field measurements and reviewed the record drawings to establish the horizontal and vertical geometry of the West Trunk Sewer (WTS). In addition, we reviewed historical flows to the Wastewater Treatment Plant (WWTP) and lift stations in the west portion of the District. These flows will serve as the basis for the sewer model. The District typically sees peak flow into the WWTP and lift station in July, so the model will likely use this as the basis of the flow assumptions.
- Infiltration and inflow, while a concern for the WTS, does not appear to be the controlling factor in the capacity of the WTS based on the lift station flow data.
- District staff has completed maps showing existing sewer uses. We will incorporate this data into the GIS information that will be entered into the model.

Development Review

- The Settlement Subdivision – APEC is requesting a Will Serve Letter, we will need to have a meeting prior to sending the letter.
- Saddlehorn No. 11 – No update.

- Blenn Street Water and Sewer Extension – No update.
- Eagle Bend No. 20 – No update.
- The Fort Subdivision – We have completed our review of the subdivision and submitted a draft letter to the District for comment.

NEW BUSINESS-

None

COMMITTEE REPORTS

Annexation, Main Extensions & Construction Helberg & Cahill

- Account 1799-00 and 1800-00 informational update
- Ranch Contract- Schedule a ZOOM meeting with their Board and Operator in as soon as possible
Spencer sent an email but has not heard back.

Purchase of Additional CD Investment –..... Price & Ross

- FDIC Investments- roll over to account funding.

Employee Insurance, Compensation & Certification & Safety Helberg & Keenan

- Review of Employee Handbook – ongoing

Pretreatment Regulations Cahill & Price

Budget & Rate Structure Helberg & Ross

- Asset Replacement Valuations- on going

Rules & Regulations Cahill & Price

- Rules and Regulations - ongoing we need to get Up-To-Date Design and Engineering Standards this needs to be completed as soon as possible.

Farmland..... Helberg, Cahill

- 2021 Crops will be Canola and Spring Wheat

COMMUNICATIONS

Letter from Tim Calaway

ADJOURNMENT

Helberg called for a motion to adjourn Keenan moved, Cahill seconded, and it was unanimously.

RESOLVED that the public meeting be adjourned at 2:15 p.m.

Secretary, Mimi Wildeman

Minutes approved by:

Vice President Gene Helberg